



Coordinating Committee Meeting
November 3rd, 2011 1:30 - 3:30 P.M.
Teleconference

Attendees:

Jennifer Baker

Doreen Fey

Catherine Hynes

Madeline Kells (Minutes)

Carly Leggett

Heather Sparling, DARP Chair

Donna Turner

Regrets:

Tannis Erickson, YHS Chair

Jane Griffith, CLASP Chair

Nancy McPherson, ARFS Chair

Cathy Stevens

Mark McDonald

Debbie Brown

1. Welcome - Donna Turner
2. Approval of Agenda - Donna Turner – suggested that we skip Working Group Updates (as three Chairs are absent), all agreed.
3. Approval of Minutes of August 24, 2011 and follow-up on action items - Donna Turner – see minutes attached. (minutes approved).
 - a. Who We Are document: this action item will be covered in the Agenda item 4.
 - b. Follow-up with Andrew Loughead will be covered in Agenda item 6.
 - c. Debbie said she would talk to the fundraisers on her staff to help get ideas for funding. Debbie absent from meeting – **item deferred to next meeting, January 23rd.**
 - d. Letter to the PPHL Membership ref. funding was drafted by Carly, approved by Donna and will go out soon via email.
4. Membership Update/follow-up - Donna/Carly Leggett - see Who We Are.doc attached
 - a. Who We Are doc was resent to group; suggestion to remove the “five founding partners” statement and add those members to the group below. All agreed. Another suggestion to put a “revision date” in the footer of the document so

that we know when it was last updated. All agreed. Document will also be added to the website in some form.

- b. Carly has/continues to contact the membership to discuss LOU updates/resigning. Has reached about 17 members so far.
 - c. The LOU may need to be updated still, also haven't decided ref. membership "levels". There was essentially no interest from the membership to join the membership sub-committee working group. Donna suggests that she and Carly will discuss and send to the membership a set of recommendations regarding the LOU for comments. **Madeline to send blank LOU to Carly.**
5. Funding - Donna Turner
- a. Doreen followed up with Andrew Loughead ref the \$97.5K funding that was available. The RHAs were apparently sent a letter from the Health Services Executive Tobacco Cessation Reference Group (Dr. Dhaliwal, Marie Perchotte, etc) indicating that they could submit letters of intent (due to Marcia Thompson by Oct 31st), for pilot tobacco cessation programs and that the intent was that 3 or 4 pilot projects would be funded from the \$97.5K. The letter was specific to the RHAs and some did apply. Need to follow-up to find out what happened, and if it would be possible for the Partners to access any of the funds. **Donna will follow-up.**
 - b. Also need to follow-up with Minister Rondeau ref. the promised \$40K. Letters were sent to the Minister and Jan Sanderson on Sept 20th and we've not heard back yet. **Donna will follow-up with Dr. Dhaliwal first and then Minister Rondeau.**
6. Website Update - Carly Leggett
- a. Website is looking good, very user friendly should be up soon.
 - b. She suggested that the PPHL Strat Plan info should be included on the website, group agreed and suggested that the Actions Plan one-pager also be included. **Carly will work on this and send Coordinating Committee a test link when it's ready.**
7. Other –
- a. Doreen asked about whether or not we should be reviewing the Action Plan document at every meeting to ensure we stay on track. **It was agreed that it should be reviewed at next Coordinating Committee meeting Jan 23rd.**
 - b. Donna mentioned that she is presenting some Partners information at the Primary Prevention Syndicate meeting tonight.
8. Next Meeting (Full Membership-February 16, 2012, CC- January 23rd, 2012)